



Chicago Metropolitan  
Agency for Planning

---

# **eTIP User Training**

## **Completing the TIP Programming Form**

April 2017

---

---

# PROJECT INFORMATION: TIP PROGRAMMING FORM



Chicago Metropolitan  
Agency for Planning

# Project Information



- Existing project records have 6 pages:
  - TIP Programming (project description and funding)
  - Obligation (FHWA’s FMIS database info – updated nightly)
  - Map (project location – tools to draw and measure)
  - Project IDs (enter various IDs for project to populate TIP Programming drop-downs)
  - Documents (attach documents related to the project)
  - Amendment History (log of changes to the project)
- New projects are a single page until saved for the first time
- Refer to eTIP User Guide Chapter 2 for details
- Mini-Session Topic: Friday, April 14 at 9:00 am



# TIP Programming tab

---

- Administrative Area (CMAP staff use)
- Project Information
  - Title, Description, Scope, Contact, Location(s)
- Programming Information
  - Current and Prior funding lines
  - Funding History
  - Subtotals by Year, Fund Source, and Phase
- Project Questions (Extra information)
- Change Reason (Documents changes for staff review and committee actions)



# TIP Programming – Admin Area

---

- Shows the TIP Action (15-01, 16-00, etc.)
- Shows project status related to Air Quality
  - Exempt Status
  - Conformity Status



# TIP Programming – Project Information (Description)

---

- Project Title: Plain English, public friendly description of the where (or what) of project
- Project Description: Plain English, public friendly description of the work being done
- Project Type: Overall major theme
- Work Type: Select all appropriate. Determines exempt/conformity status
- Major Imp Group: Indicates Long Range Plan status. Default is “None”
- Open to Traffic: The year project will be complete and “open” for use by the public



# TIP Programming – Project Information (Contact/County/Muni)

---

- Lead Agency: The agency responsible for the project in the TIP
- County: The county(s) in which the project is located
- Municipality: The municipality(s) in which the project is located
- Project website: If applicable, so the public can learn more
- Primary Contact: Who CMAP should contact about the programming of project
- Public Contact: Who the public should contact

Hint: You must complete a new project through this section of form before saving in order to have a TIP ID assigned!

---



# TIP Programming – Location

---

- Difference between # Hwy and Local Road
- Bike/ped
- Non-traditional projects: Relationship between system and financials
- “Is modeling?”
- Multiple location lines (in general and modeling)
- Using map tool/other sources for location info
- Remember to map all locations (including selecting bridges) that are included in this section and to update the map if you make a change in the future



# TIP Programming – Financial

---

- Federal FYs
- One line per source/phase (except C/CE) – as appropriate for authorization/spending of funds
- Every federal line must have a corresponding match line
- Adding line item specific IDs
  - Must establish (save) line items first
  - Drop-downs populated from IDs tab
- Assigning line items to segments or sub-projects
  - Must establish (save) line items first
  - Drop-downs populated from IDs tab
  - Helps reviewers (IDOT, FHWA, FTA) identify and verify



# TIP Programming – Project Questions

---

- Track project combos/splits
- Identify related projects
- Track project elements that address regional priorities (ITS, Freight, etc.)



# TIP Programming – Change Reasons

---

- Select ALL that apply
- Why is this important?
  - Alerts staff what to review
  - Alerts review agencies
  - Increases public transparency (displayed on amendment reports)
  - Track trends over time
- Other reason vs. narrative
  - Other Reason should be short – this is visible to public
  - Narrative – explains to CMAP and review agencies anything out of the ordinary about change
- Additions to the list coming soon!



# TIP Programming – Schedule

---

- New section coming soon!
- Suggested by users, supported by FHWA
- Will be used to:
  - generate reports of upcoming projects
  - identify projects needing action in near term
  - predict timeframes for meeting performance targets

## Schedule Information

---

TARGET FEDERAL AUTHORIZATIONS AND CONSTRUCTION LETTING (MONTH/YEAR)										
ENG I	ENG II	ROW	CON/CE	LETTING TYPE	PROJECT SEGMENT					
Jan ▼	2017 ▼	Jan ▼	2017 ▼	Jan ▼	2017 ▼	State ▼	<input type="checkbox"/> APPLIES TO ENTIRE PROJECT			▼

  

TARGET FTA GRANT APPLICATION(S) SUBMITTAL (MONTH/YEAR)						
ENG	IMP	CON/CE		PROJECT SEGMENT		
Jan ▼	2017 ▼	Jan ▼	2017 ▼	<input type="checkbox"/> APPLIES TO ENTIRE PROJECT		▼

[ADD NEW SCHEDULE ]



---

# PROJECT INFORMATION: PROJECT IDs



Chicago Metropolitan  
Agency for Planning

# Project IDs

---

- Different numbers important to different users
  - Searchable from home page, etc. only if entered and in correct format
  - Project website
  - Segments, sections, stages, sub-projects, etc.
  - Used to populate drop-down menus on TIP Programming form
  - Update and save at any time
  - Not an amendment until associated with individual financial line items
- 



# Project IDs

TIP ID: 11-08-0026

VERSION: 3

STATUS: Programmed

LAST MODIFIED BY: N/A LAST MODIFIED DATE: N/A

TIP Programming   Obligation   Map   **Project IDS**   Documents   Amendment History

## Project Alternative Ids

FTA GRANT	FTA ALI CODES	STATE JOB #
<input type="text"/>	<input type="text"/>	C-91-743-10, D-91-743-10, P-91-743-10
FEDERAL PROJ #	PPS #	SECT #
STR-0033(100), STR-0033(101), STR-0033(102)	1-20971-0000	10-00378-00-BR
SPONSOR ID	SRTS ID	CMAQ ID
<input type="text"/>	<input type="text"/>	<input type="text"/>
ITEP	REC TR ID	HPP ID
<input type="text"/>	<input type="text"/>	<input type="text"/>
CREATE ID	SEG NOTES	PROJECT WEBSITE
<input type="text"/>	<input type="text"/>	<input type="text"/>
SECTION NAME		
<input type="text"/>		

CONTACT CMAP

2.79s

EMAIL ETIPHHELP@ECOINTERACTIVE.COM

CE	TOTAL	STATE JOB#	FED PROJ#	PPS #
\$0	\$1,003,582	C-91-743-10	STR-0033(102)	
\$0	\$115,000	D-91-743-10		
	\$0			
	\$0			
	\$0	C-91-743-10		
	\$0	D-91-743-10		
	\$0	P-91-743-10		
	\$0			

# Project IDs - Format

---

- Separate with commas (,)
- State Job Number: X-##-###-##
- Federal Project Number: ##### leave out *prefix* letters, dashes, parentheses
  - ACM-6000(448) is entered as 6000448
  - CMM-00D1(664) is entered as 00D1664
- All others include numbers, letters, and symbols
- Website: leave out http://



---

# GETTING HELP Q&A



Chicago Metropolitan  
Agency for Planning

# Getting Help - CMAP

---

- CMAP Staff

Kama Dobbs | 312-386-8710 | [kdobbs@cmap.illinois.gov](mailto:kdobbs@cmap.illinois.gov)

Teri Dixon | 312-386-8754 | [tdixon@cmap.illinois.gov](mailto:tdixon@cmap.illinois.gov)

Leroy Kos | 312-386-8780 | [lkos@cmap.illinois.gov](mailto:lkos@cmap.illinois.gov)

Jen Maddux | 312-386-8691 | [jmaddux@cmap.illinois.gov](mailto:jmaddux@cmap.illinois.gov)

Russell Pietrowiak | 312-386-8798 | [rpietrowiak@cmap.illinois.gov](mailto:rpietrowiak@cmap.illinois.gov)

Barbara Zubek | 312-386-8836 | [bzubek@cmap.illinois.gov](mailto:bzubek@cmap.illinois.gov)

- CMAP website: TIP Programmer Resources

<http://www.cmap.illinois.gov/programs-and-resources/tip/tip-programmer-resources>

